



TAKELEY PARISH COUNCIL

Full Council Meeting

**Minutes of the Ordinary meeting of
Takeley Parish Council
Held on 2nd March 2022 at 7:30pm
At the Old School House**

Present Cllrs: Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Phill Bodsworth, Pat Burnett, Jackie Cheetham, Linda Steer and Sue Sprules.

In attendance: Jackie Deane (Locum Clerk. There were no members of the public.

Item	Part 1
	Cllr Bagnall chaired the meeting.
1.	Apologies for Absence Apologies for absence were received and accepted from Cllrs Carr, Pratt, R Cheetham and Roque. Cllrs Isham, Sutton, ECC Cllr Barker and Neighbourhood Plan Group Chairman Peter Hewett also sent their apologies.
2.	Declarations of interests None.
3.	Public Forum None.
4.	Minutes of the Last Full Council Meeting The Full Council Minutes of the meeting held on 2 nd February and the Extraordinary Meeting held on 21 st February 2022 were approved as a true record of the meetings. Full Council minutes were proposed by Cllr Burnett/seconded Cllr Barber and will be signed by Cllr Pratt. Agreement of the ECM Minutes was proposed by Cllr Bagnall/seconded by Cllr J Cheetham and signed by Cllr Bagnall.
5.	Councillor Membership of Outside Bodies Cllr Cheetham gave a report on external meeting via Zoom with Peter Holt, CEO at UDC. She and Cllr Backus attended the meeting and requested a follow-up face-to-face parish council liaison meeting. They stressed that they do not think it is helpful to have separate meetings for the North and South of the district. They also requested more of an input in street naming and agreed with other representatives that Saffron Walden seems to have priority in planning matters. Planning was the main priority for the general discussion. Mr Holt assured councillors that there would be more parish council input on future recruitment of senior staff at UDC.
6.	Ward Councillor/County Councillor Reports Cllr Bagnall gave an update on the UDC budget, which was approved the coming financial year. He also reported that the UDC 5-year plan was under review and that the vacancy for the Assistant Director of Planning was at the interview stage. The interim officer, Tracey Coleman, is working on a review of planning and enforcement departments. Adjustments to procedures are still being implemented, following the



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	changes to planning application decision-making process.
7.	<p>Clerk's Report</p> <p>a) The Uttlesford Code of Conduct, Parish Council Standing Orders, Financial Regulations and Mission Statement have been circulated to all councillors. Please note that it is a legal requirement for councillors to register their interests with UDC by completing their form and for the interests to be available on the Parish Council's website.</p> <p>These interests are:</p> <p>Any beneficial interest in land which you or your spouse or partner have within the parish – this includes if you own your own home in parish</p> <p>Any licence (alone or jointly) which you, your spouse or partner holds to occupy land in the parish</p> <p>Any beneficial interest which you or your spouse or partner have in a place of business located in the parish</p> <p><u>Actions:</u></p> <ul style="list-style-type: none">• Councillors are asked to view their register displayed on the UDC website, check that the forms were completed correctly and ensure that they are aware of when and how to declare those interests at meetings.• Each Parish Council policy will be re-adopted, subject to any amendments, at forthcoming meetings.• Members agreed that the adopted policies should be presented in a consistent format, with the parish council logo as a header, with the adoption date and the review cycle noted on the footer of each document. <p>b) A Finance Committee meeting should be arranged to prepare for end of year audit arrangements, to further discuss allocation of reserves and to agree quarterly meeting dates for the rest of the year. Arrangements should also be made for starting the Rialtas accounting system from 1st April, with the current financial year transactions being input as previously agreed.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none">• Cllr Bagnall said that he will set a date of a committee meeting in early April.• Cllr Bagnall invited other members to consider joining the finance committee to increase the number of members on the committee. <p>c) UDC has been notified of Cllr Trevor Allen's resignation. A notice has been displayed on our notice boards and website. UDC will advise the parish council when it will be possible to co-opt a new councillor and this information will be displayed ahead of the next meeting. At this point, members can ask in the community for anyone interested in the post to contact the parish clerk, for consideration at the April Full Council meeting.</p> <p><u>Action:</u> Members agreed to advertise for co-opting a new councillor once</p>



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	<p>notified by UDC, with a view to inviting prospective candidates to the May meeting.</p> <p>d) The potential to change the hinges for the Old School House entrance gates has been explored and Helions Forge has responded as follows: “I'm not sure if we would be able to do anything about the movement range of the gates in that direction unless we were going to have the posts removed and replaced with new circular posts that have different positions for the hinges. We would potentially also have to remake/modify the gates so that they still fit the space nicely once hinged from the new position, otherwise you would be left with a large gap in between the gates when closed. I would be happy to come out to see what can be done but in order to carry out the works required to make the above changes, however this option will probably cost upwards of £3000.”</p> <p>Action: For consideration on the September 2022 agenda. Cllr Cheetham would like to consider getting a grant to cover cost of changing the gates to make better use of the car park if there is need.</p>
8.	<p>Finance Report (Appendix 1) February receipts and payments were noted. Action: Future reports to annotate where an entry is due to be reimbursed by grant funding (or otherwise off-set).</p>
9.	<p>Planning Committee Report and Recommendations The minutes of the meeting held on 9th February were noted. Actions:</p> <ul style="list-style-type: none"> • Cllr Bagnall queried that there is no comment on the retrospective application for Cranwellian. The Locum Clerk agreed to resubmit the comment made in January. • Concern was raised over the ongoing Highways issue flooding issue on the walk to school route on B1256 on the junction with Warish Hall Road. The drainage problem causes water on the road and the Locum Clerk was asked to contact Cllr Susan Barker to ask for this issue to be resolved.
10.	<p>Neighbourhood Plan Update A report was received from the Chair of the Steering Group:</p> <ul style="list-style-type: none"> • There has been a low response rate to the Housing Needs Survey therefore the deadline has been extended. The Steering Group will use social media and other means to encourage more residents to complete and return their forms • Professional surveys are being carried out on Landscape, Heritage and Ecology • A Government grant has been awarded by Locality for £9,750 and a due diligence form has been completed, prior to funds being transferred to the Parish Council. • The group will study correspondence regarding the Saffron Walden Neighbourhood Plan and the inspector’s modification/rejection of certain policies due to lack of supporting evidence.



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	<ul style="list-style-type: none">The next meeting will be held on 8th March and to include discussion on preparing a questionnaire for a full parish survey.
11.	<p>Warish Hall Appeal</p> <p>a) The Clerk gave an update on the appeal: The Weston Homes appeal will be decided at a Public Inquiry where the Parish Council has 'Rule 6 status' to appear as a main party at the hearings in June. Landscape and Planning witnesses have been appointed. An advocate has been sourced and will be appointed as soon as possible. Stansted and Great Canfield Parish Councils have helped by giving their recommendations and advice on their own experiences in public inquiries. The Parish Council will work closely with UDC as the Parish Council will need to align with their case and rely on UDC evidence from their witnesses, including Heritage evidence. Initial meetings have been arranged to start work on the Parish Council's Statement of Case ahead of the 15th March deadline.</p> <p>Action: Cllr Bagnall agreed to contact Unity Bank to enquire about setting up a dedicated account for fundraising.</p> <p>b) Members considered holding a public meeting to inform residents and raise awareness of the Parish Council's involvement in the appeal. It was agreed that this should be the main topic of the Annual Parish Assembly, along with the Neighbourhood Plan and in the meantime, the Parish Council should compile a flyer to hand deliver to residents. It was also agreed that a letter should be sent to neighbouring parish councils who are affected by the CPZ policy, requesting a donation.</p> <p>Action: Details for the letter to parish councils and leaflet for residents to be discussed at the next planning committee meeting.</p> <p>c) The following consultant appointments were ratified:</p> <ul style="list-style-type: none">RESOLVED to accept of a fee quote from Wynne-Williams Associates dated 28th February for expert landscape witness services. (Cllr Steer proposed/ Cllr Backus seconded)RESOLVED to accept a fee quote from Cerda Planning dated 17th February for expert planning witness services. (Cllr Steer proposed/Cllr Backus seconded) <p><i>The Locum Clerk left the room for the discussion and decision on planning coordination/support services for the public inquiry.</i></p> <ul style="list-style-type: none">RESOLVED to accept a fee quote dated 1st March for Jackie Deane to work up to 15 hours per week on the Planning Inquiry from 1st April to 30th June 2022. (Cllr J Cheetham proposed/Cllr Steer seconded)



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	<p><i>The Locum Clerk returned to the meeting.</i></p>
12.	<p>Youth Provision Plan Cllr Burnett reported on the draft plan and explained that she has applied to UDC for a grant. The club hopes to start in September and it will be based at the Old School House.</p>
13.	<p>Street Lights A quote from A&J Lighting to service and clean four streets and to change the light fittings for LED bulbs or for an alternative to remove the posts and lights.</p> <p>RESOLVED to change the four existing street lights to fittings for LED lamps, to clean and service, to the sum of £1476 plus VAT. (Cllr J Backus proposed/ Cllr J Cheetham seconded. The vote was unanimous)</p> <p>Note: Once LEDs are fitted they should not need replacing and the lamps are guaranteed for 10 years. These will need to be cleaned once a year £20 per light per year plus VAT, ideally done around September so they are at their best for when the clocks change.</p>
14.	<p>Staffing Committee Report</p> <p>a) Noted: Resignations have been accepted from the caretaker and cleaner. b) Cllr Burnett gave a progress report on the advertising and recruitment process for a new caretaker. c) Cllr Barber reported that the advertising and recruitment process for a new parish clerk was in progress and a further meeting was being arranged. d) Cllr Burnett reported that the committee is happy to extend the existing arrangements with the Locum Clerk for her to work for up to 20 hours per week until the end of June, if required.</p> <p>Actions: J Cheetham asked that changes of staff should in future be communicated to all councillors and that this should be included in the committee's Terms of Reference. Cllr Burnett requested a staffing policy and review of the terms of reference for the staffing committee. Cllr Barber requested that a letter to be sent to both former members of staff, from Cllr Bagnall, on behalf of the Parish Council. An exit interview was held by Cllr Pratt and should be recorded by the staffing committee.</p> <p><i>(Cllr Burnett left the room)</i></p>
15.	<p>RCCE Subscription Renewal RCCE Village Halls & Community Buildings current membership expires on 31st March 2022. On renewal, a membership certificate will be mailed to the Council to confirm membership for the year.</p> <p>RESOLVED to renew the annual subscription at £60 + VAT. It was noted that there is a discount for early payment before 30th April of £5.</p>



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	<p>(Proposed Cllr Steer/Seconded Cllr Sprules)</p> <p><i>Cllr Burnett returned to the meeting.</i></p>
16.	<p>Proposals for Upgraded Sports Facilities Cllr Roque was due to give an update on potential grant applications therefore the item was DEFERRED to the next meeting.</p> <p>The Locum Clerk reported that Endurance Estates has requested information on the parish council's ambitions and they would consider previous plans for the long-term grant for sports pavilion and renewed pitches.</p> <p>Actions:</p> <ul style="list-style-type: none"> • The sports needs for potential financial contributions through planning agreements should be considered at the next planning committee meeting. • Details of the previous sports field grant proposals should be circulated ahead of the next meeting.
17.	<p>IT Review (Appendix 2) A report and fee quote was received from RTTEC.</p> <p>RESOLVED to accept the recommendations of the report and to accept RTTEC's fee quote for their works to implement the changes. (Cllr J Cheetham proposed/Cllr Bodsworth seconded. The vote was unanimous.)</p>
18.	<p>Jubilee Celebrations Cllr Burnett gave an update on the 4-day event and grant applications have been</p> <p>Action: Cllr Bagnall agreed to review the community budget s137 and ringfence the underspend for the current financial year for the jubilee celebrations.</p> <p><i>Cllr Steer left the meeting.</i></p>
19.	<p>Maintenance of Morrell's Green Cllr Burnett reported on the recent site visit following tree works completed in November and she gave her recommendations.</p> <p>Actions:</p> <ul style="list-style-type: none"> • To contact the tree contractor to ask them to clear away any cuttings and chippings from their works • If this is not cleared satisfactorily, to bring the matter to the next council meeting to discuss an alternative arrangement • Ask Essex County Council if they own the fence and if so, if it can be repaired. Also ask if they would trim the trees along the Flich Way to allow more sunlight into the play area • Contact UDC Highways Rangers and Friends of the Flich Way to enquire if they would clean the play equipment • Obtain a quote for a contractor to repair the fence around the play area



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	<ul style="list-style-type: none">• Contact TBS hygiene to check the frequency of bin emptying at this location and if this needs to be increased• Future agenda item to consider employing a handyman/groundsman for the maintenance of parish council owned open spaces• Contact UDC to enquire about any changes of replacement waste/recycling bins and the garden waste collection service.
20.	Correspondence Noted- Essex County Council Minerals & Waste: From 11 February to 25 March 2022 - Focussed Engagement on Policy S6 of the Minerals Local Plan 2014 and Call for Sand and Gravel Extraction Sites. “the NPPF requires that a seven-year landbank of sand and gravel be maintained to ensure a steady and adequate supply of mineral – based on a new plan provision calculated from an average of the last 10 years of rolling sales plus a buffer of 20%, additional sites will be needed to enable Essex to meet this requirement to the end of the plan period in 2029.”
21.	Items to Note and for Future Meetings a) Finance Committee to set the date of next meeting b) Finance Committee to research and propose a new hall hire rate for regular hirers c) Bin collection review
22.	Date of the next meeting The next Full Council meeting is due to take place on 6 th April 2022 at 7.30pm.

Being no further business, the meeting closed at 10.08pm.

Signed by the Chairman

Date

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FEBRUARY 2022 FINANCE REPORT

Business Current Account						
Date	Payee	Detail	Gross £	Vat £	Net £	Budget Ref
BFWD			113245.56			
01/02/22	B/P to: M F Peachey	Laminated Village Map - Neighbourhood Plan Group	-192.00	-32.00	-160.00	
01/02/22	B/P to: Mr P Hewett	2100 x A4 consultation leaflets - Nedighbourhood Plan Group	-290.00		-290.00	
01/02/22	S/O to: Activ Web Design	ACTIV WEB DESIGN	-42.00	-7.00	-35.00	
01/02/22	Window Wash	Old School - clean windows inside & out plus roof lights, sun tunnel, &	-130.00		-130.00	
04/02/22	Ladies Circle	Old School Hitre Inv 2203	22.50		22.50	
04/02/22	Art Group	Old School Hire inv 2204	120.00		120.00	
03/02/22	Direct Debit (NPOWER)	Street Lighting	-18.49	-0.88	-17.61	
08/02/22	Direct Debit (PUBLIC WORKS LOANS)	Silver Jubilee Hall Refurb Loan	-5618.85		-5618.85	
08/02/22	B/P to: Priors Wood Court	Donation - Priors Wood Court Residents Association	-200.00		-200.00	
10/02/22	Direct Debit (XLN TELECOM)	Phone & Broadband	-72.53	-12.09	-60.44	106824.19
20/02/22	Graham Mann	Expenses	-37.10		-37.10	£24.15 Stationery & :
20/02/22	TBS Hygiene	Litter & Dog Bin Collections	-286.08	-47.68	-238.40	
20/02/22	Jane Heskey	Expenses - TPC Minute binders	-84.95	-16.99	-67.96	
22/02/22	EALC	Village Hall Course - Clr Sonia Carr 17th & 24th June 2021	-168.00	-28	-140.00	
23/02/22	Locum Clerk - JD	Neighbourhood Plan administration Feb 2022	-390.00		-390.00	
23/02/22	Locum Clerk- JD	TPC administration Feb 22 inv 2021004	-2900.00		-2900.00	
					0.00	
					0.00	
TOTAL			102958.06	-144.64	102813.42	

Review of current IT in place @ Takeley Parish Council

10/02/2022

Prices and quotations are valid for 30 Days*

Laptops x 2: New HP i5 500GB storage – windows 10 HP i3 125GB storage – windows 10

Office software: Office 365 Home – annual license £79.99 paid Oct 2021

Emails: Currently using @outlook.com

Domain and hosting: Activ Web Design

Files: Held on onedrive: 10.6GB Dropbox(full and not syncing) 5GB a few extra files on Admin PC

Security: None on either device – **SORTED AVAST INSTALLED AND COVERED FOR 12MONTHS**

Recommended solution:

Laptops x 2: Clerk PC to go to 11 once file structure is sorted, Admin PC to have dropbox and old files removed once new file structure is sorted as to avoid duplications.

Office Software: We would propose moving to office 365 for business as this provide a much securer platform and also includes 1 exchange email account as well.

Emails: We propose setting up a new exchange email account using the domain, takeleyparishcouncil.co.uk e.g: Clerk@takeleyparishcouncil.co.uk or whatever you wish as the prefix. Exchange allows for higher security and protection of emails and also the flexibility to sync across both devices and mobile devices – also out of office services and automatic replies. We can then alias into this account emails such as: bookings@ neighbourhoodplan@ etc etc and create sub folders for these to be moved into. Then there is scope to add more inboxes later if ever required.

Domain and hosting: Nothing to change stay as is.

Files: The three sources need to be compiled into one easily shared and accessible please for both laptops. We suggest using the business one drive which is included in the Office 365 for business subscription. Files are all then on one platform and can be viewed on the devices and in the cloud. This will be configured that the Clerk Laptop has the files saved 'on the device' so that a backup can be ran weekly / monthly onto the external HD.

Security: AVAST installed and covered for 12months

Costs:

Laptops x 2: £150 inc VAT making sure only the new business one drive is syncing, setting up emails and new 365 license as well as pushing laptop to windows 11. Make sure backup is running automatically on ex HD

Office Software: Office 365 business standard £11.03 inc VAT per month

Emails: 1 exchange box included in above price. For additional boxes £5.41 inc VAT per month.

Domain and hosting: N/A

Files: £220 inc VAT – includes migrating all the data onto the new business Onedrive, moving all historic emails into the new Exchange account, syncing to the cloud.

Security: AVAST £30 inc VAT per device per year

Alternative Solution:

Laptops x 2: Clerk PC to go to 11 once file structure is sorted, Admin PC to have dropbox and old files removed once new file structure is sorted as to avoid duplications.

Office Software: Keep original home 365 service.

Emails: Create any new emails on free outlook accounts.

Domain and hosting: Nothing to change stay as is.

Files: The three sources need to be compiled into one easily shared and accessible please for both laptops. All files need to be in the home OneDrive. This will be configured that the Clerk Laptop has the files saved 'on the device' so that a backup can be ran weekly / monthly onto the external HD.

Security: AVAST installed and covered for 12months

Costs:

Laptops x 2: £120 inc VAT making sure only the one drive is syncing, pushing laptop to windows 11. Make sure backup is running automatically on ex HD

Office Software: continue with £79.99 annually

Emails: N/A

Domain and hosting: N/A

Files: £100 inc VAT

Security: AVAST £30 inc VAT per device per year

Our hourly rate is £66 inc VAT for any additional support

Best Regards

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